



Getting Started with MyEzTraxx

EzTraxx Online provides educators with an end-to-end management solution for professional development. The application allows for the recording, tracking and reporting of activities, participation, and related staff data.

MyEzTraxx is the general teaching staff module of EzTraxx Online used for proposing professional development activities, enrollment, enrollment management, transcript access, and the creation and tracking of Individual Professional Development Plans. It is the resource for news and information about your district, links to sites of interest and the Regional Education Service Centers, and Help and Support features. It is fully integrated with the EzTraxx Online application used in your organization's Central Office for the planning, management and reporting of continuing education and related staff data.

The features and functionality of the MyEzTraxx site are managed by the district or organization's administration. The site's dynamic menu allows each client to select the features they will make accessible to their users. Following is a list of the topics covered in this document to assist you with using the application.

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TOPICS	OBJECTIVES	TASKS
A. Login	The student will be able to login with their user name and password and retrieve their user name and password if lost or forgotten.	<ul style="list-style-type: none"> Login to MyEzTraxx Retrieve user name and password

MyEzTraxx is a secure site accessible with a user name and password. Your district or organization will send you a login User Name and Password via email. These may be changed at any time by you once you have logged in.

Login

To login to the secure MyEzTraxx site:

- Go to www.protraxx.com.
- Click on Login found in the upper right hand corner of the page.
- Type your user name and password. Click **Login Here**.

Click here to enter your email address. Your user name and password will be sent to you.

Retrieve User Name and Password

If you forget your user name and/or password, click [Forgot your password?](#) found in the lower left corner of the login screen. You will be prompted to enter your email address in the space provided. Then click **SEND PASSWORD**.

The User Name and Password on file for the given email address will be forwarded to that email address.

You may return to the Login page by clicking [Back to Login](#).

TOPICS	OBJECTIVES	TASKS
B. Overview of the Homepage	The student will become familiar with the layout of the MyEzTraxx Homepage.	<ul style="list-style-type: none"> • My Profile • Resources • MyEzTraxx Summary • Help • Service Providers

Your organization's homepage will be viewable upon login. The center of the page has been customized to provide you with news, events, forms or other information that may prove useful to you and to encourage regular site visits. *Note that what you are able to see and do within this page is determined by your administration.*

There are up to five headers across the page including: **Home, Activity Enrollment, Activity Requests, IPDP** (Individual Professional Development Plan) **and Reports**. Move your cursor over each header to access the available pages within each one. (Note: Your district will select which menu items you will be able to view.)

ProTraxx Training District I - (P)

Welcome Patricia Kell

HOME • ACTIVITY ENROLLMENT • ACTIVITY REQUESTS • ASSESSMENTS • INSTRUCTORS • IPDP • REPORTS

My Profile

- ProTraxx Home
- UserName & Password
- Logout

Help

- Email Support
- District Contact Information
- Getting Started with MyEzTraxx
- IPDP Guide - Overview
- Completing the Evaluation Form

MyEzTraxx Summary

Click on Link to view page

Title	Count
Activities to attend in next 7 days	0
Pending Enrollments	15
Class Evaluations Due	9
Denied Activities	0
Draft Activities	0
Pending Activities	0
Approved Activities	2

Resources

- District Focused Standards
- District IPDP Goals
- Links of Interest
- Recommend a New Link

Service Providers

- Connecticut RESCS
- Massachusetts Collaboratives
- New York State ROCES

ProTraxx is the premier provider of professional development management solutions and services. Our applications assist educators in drastically reducing the administrative burden associated with accurate recordkeeping while facilitating the collection, analysis, and real-time reporting options necessary to make data-driven decisions. [View District Goals](#)

Planning, delivering and evaluating meaningful professional development offerings are vital to the success of today's educational organizations. It is not enough to provide opportunities to staff. More importantly, it is essential that participation is in offerings which are diverse in subject and content to satisfy staff interest and address state and organizational requirements while having a positive impact on student performance. This is a test.

The Challenge

To effectively manage the numerous tasks associated with these offerings demands a substantial amount of time, energy and resources. ProTraxx creates the environment to streamline processes, reduce data entry, eliminate paper processes, and utilize collected data to make informed decisions about staff and student needs.

While the No Child Left Behind Act has prompted administrators to focus attention on accountability for student performance, many districts and organizations are unable to include staff data in the essential data collection and analysis process due to disparate systems and incomplete information.

The Solution

ProTraxx provides a single database for the collection and tracking of employee and participant data including:

- date of hire and termination
- position - school, title and grade, mentor status
- certification and endorsements held and related requirements
- evaluations - cycles, evaluators, observation dates
- education - both upon hire credentials as well as ongoing post secondary learning
- participation in district-offered programs defined by topic, targeted audience, in-service dates

Collectively, the information being stored is available to both the teacher and administrator through the Staff Profile - a complete snapshot of each employee. This data may be used alone, or in combination with student data to identify areas of interest, need, growth and best practice.

Our tools allow for the direct alignment of all learning experiences with any goal, standard, or other initiative beginning with those outlined in a staff member's annual individual professional development plan.

[Uploads/60/definingsubstutes.doc](#)

The homepage consists of menus on either side of the client-defined text. The menus include: My Profile, Help, MyEzTraxx Summary, Resources, and Service Providers.

MyProfile

My profile allows you to navigate to the following:

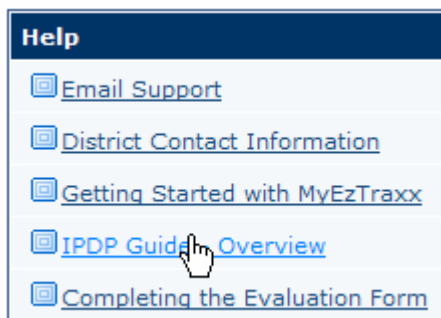
My Profile

- ProTraxx Home
- UserName & Password
- Logout

[ProTraxx Home](#) – return to our public website where you login at www.protraxx.com
[User Name and Password](#) – view and update your user name and password here.
[Logout](#) – leave the secure MyEzTraxx site.

Help

EzTraxx Online offers numerous tools to assist you as you get to know MyEzTraxx's features and functionality.



Email Support – if you require technical assistance when using MyEzTraxx, contact ProTraxx directly using this email support tool.

District Contact Information – Should you need to contact someone in your district to assist you with the application or report a discrepancy in your posted information, use this link. Your administrators will populate the page with email and/or phone contact information of the staff to contact should you require technical or data assistance.

Getting Started with MyEzTraxx – to download a copy of this document, click [Getting Started with MyEzTraxx](#), which will provide step by step instructions for using this site.

IPDP Guide – to download the IPDP section of this document, click here.

Completing the Evaluation Form – for instructions on how to complete the online evaluation form when you have attended an activity, click here.

Resources

Resources provides a view of the district focused standards, goals intended for use in the IPDP, numerous links to sites of interest and the option to suggest a site for sharing with other clients.



District Focused Standards – EzTraxx Online allows for the alignment of activity offerings with the student performance standards, teacher and administrative competencies and the curriculum trace maps. While there are hundreds of individual standards, the district or organization may choose to focus on specific ones at any given period of time. To view those that have been targeted by your organization, click [District Focused Standards](#).

District IPDP Goals – These are goals identified for use when created an IPDP (Individual Professional Development Plan). When you create a goal as an administrator, you will check a box which indicates whether it is to be used by the teaching staff when creating their individual plans.

Links of Interest – This page provides access to dozens of sites of interest at the State, provider, conference, and association levels. To recommend a link, complete the fields provided (see below).

Recommend a new Link – If you wish to share a site or link with our clients, please complete the fields available in [Recommend a new Link](#). When complete, click and your suggestion will be considered by our team for addition to the site.

MyEzTraxx Summary

View a summary of the classes you are scheduled to attend in the next seven days, your enrollments pending approval and your outstanding evaluation forms that are now due. Click the corresponding view, and the information will display below.

MyEzTraxx Summary		
Click on Link to view page		
	Title	Count
VIEW	Activities to attend in next 7 days	0
VIEW	Pending Enrollments	15
VIEW	Class Evaluations Due	9
VIEW	Denied Activities	0
VIEW	Draft Activities	0
VIEW	Pending Activities	0
VIEW	Approved Activities	2

Service Providers

The service providers section lists regional education service providers offering additional professional development opportunities.

Service Providers	
	Connecticut RESCS
	Massachusetts Collaboratives
	New York State BOCES

To view opportunities available at other educational organizations choose one of these links.

TOPICS	OBJECTIVES	TASKS
C. Enrollment	The student will be able to search and enroll in activities.	<ul style="list-style-type: none"> • Search Activity Class • Activity Class Catalog • Enrollment Management

There are two methods of searching for activities: Search Activity Class and Activity Class Catalog.

Search Activity Class and Enroll

- Select **Search Activity Class** found under Activity Enrollment. Enter search criteria and click **Search**. Available activities will be listed here in alphabetical order by subject. *Note: You will not be able to view activities which have already started.*
- Select the activity to view or enroll in by clicking its underscored name from the search results. The **View Activity Class** page opens. If space is available in this activity, the **Enroll** button will appear at the bottom of the page. If the activity is full, you may see the **Add To Waitlist** option. Click this button to add your name to the waitlist for this class. If you are already enrolled in an activity class, the message "YOU ARE ALREADY ENROLLED FOR THIS CLASS" will appear. If you attempt to enroll in an activity class which would create a scheduling conflict based on enrollment in other activities, the message "**A SCHEDULE CONFLICT EXISTS. YOU WILL NOT BE ABLE TO ENROLL IN THIS CLASS**" will appear. You must edit your schedule in order to enroll in this class (see ENROLLMENT MANAGEMENT).

Activity Class Catalog

Select **ACTIVITY CLASS CATALOG** found under Activity Enrollment. Scroll through the entire list of activities listed by Activity Group Topic, or perform a quick search. Enter a date, select a target audience and/or choose an Activity Group Topic and click Search. To perform an advanced search, click Advanced Search at the upper right hand corner of the page. The Search Activity Class page will open, allowing you to search using multiple criteria. Proceed as described above.

Enrollment Management

When viewing the ENROLLMENT MANAGEMENT PAGE, note that the first column displays the [Withdraw](#) option, if available. *You may only delete enrollment you have created.* If an administrator has enrolled you in an activity or your enrollment has been approved, you cannot delete it. Your enrollment is Pending until it is approved by your administrator. You will receive an email notifying you of this approval. Once you have successfully enrolled in an activity class, the Enrollment Management page opens and highlights the activity you have successfully enrolled in.

Click Withdraw to remove yourself from this activity.

Note that your enrollment is pending approval by an administrator.

Withdraw	Evaluation Form	Activity	START DATE	Activity Code	Enrollment Status	Status	PAYMENT METHOD
Withdraw		Liz Tools For Teaching	12/01/2005	999-05-007-001	PENDING	PENDING	
Withdraw		Getting to Know EzTraxx Online - Tier 1 Session	11/01/2005	999-05-016-001	PENDING	PENDING	
Withdraw		Spelling for Teachers	12/01/2005	999-05-016-002	PENDING	CLOSED	

TOPICS	OBJECTIVES	TASKS
D. Activity Requests	The student will be able to complete an Activity Request and manage any requests they have created.	• Create Activity Requests
		• List Activity Requests

Your staff may be given access to the proposal of activities using the Create Activity Request form.

Create Activity Requests

The **Create Activity Request** form is used to propose activities for CEUs and CEU Equivalents. This form was designed to collect the data needed to effectively manage, deliver, and report on professional development offerings. Many of its fields are required for accurate record keeping in compliance with the State Department of Education's *Guidelines for the Issuance of CEUs* and the *CEU Procedures Manual*. (Activities you may participate in outside of your district and offered by another provider who is issuing CEUs are **not** submitted on this form.)

To access the form, click **CREATE ACTIVITY REQUEST**. The form will open, along with Directions on the left side of the page which may have been customized by your administrator to further assist you. Complete the fields provided and then click either of the two buttons below. If you click **Save and View Draft Activity** the application will save your form and redirect to the view screen of the request. If you click **Save and Continue to Create Schedule** the application will save your form and direct you to the next screen to create the activity schedule.

Directions

The Create Activity Request form is used to propose activities for CEUs and CEU Equivalents. This form was designed to collect the data needed to effectively manage, deliver, and report on professional development offerings. Many of its fields are required for accurate record keeping in compliance with the State Department of Education's *Guidelines for the Issuance of CEUs* and the *CEU Procedures Manual*. (Activities you may participate in outside of your district and offered by another provider who is issuing CEUs are **not** submitted on this form.)

Create an Activity Request:

1. Enter the **Activity Name**.
2. Select the appropriate session type. **Single session** activities are held on one date. **Multiple session** activities are held on two or more dates where all participants are expected to participate on *all* dates to earn the maximum number of CEUs.
3. Check the **Equivalent** field if appropriate. Equivalents are activities outside of the planned programs promoted by your professional development team and/or central office.

Complete all fields of the Description of a Professional Development Activity.

1. Create Activity Request		
Description of a Professional Development Activity		
Activity Name: <input type="text"/>		
Session Type: <input type="radio"/> Single <input type="radio"/> Multiple		
Equivalent: <input type="checkbox"/> Out of District: <input type="checkbox"/>		
Total Contact Hours: <input type="text"/>	Max # of Awards: <input type="text"/>	Min. # of Awards: <input type="text"/>
Objectives: <input type="text"/>		
Description (as it will appear on the Award certificate): <input type="text"/>		
Description: <input type="text"/>		
Identified Needs Addressed: <input type="text"/>		
Learning Outcomes: <input type="text"/>		
Effect on improved Student Learning: <input type="text"/>		
(---As a result of this activity indicate how student learning may be improved---)		
Additional Requirements for Successful Participation/Completion: <input type="text"/>		
Describe Evaluation Methodology: <input type="text"/>		
Activity Topic DESCRIPTION		Year Code
<input type="text" value="NONE SELECTED"/> <input type="checkbox"/> Sort by Description		<input type="text" value="NONE SELECTED"/>
Maximum Attendance		
<input type="text"/>		
Please select a target audience (who the class is intended for) - Move target audiences from the left box to the right box and click submit!		
Select Target Audiences		Assigned Target Audiences
Administrators Art Teachers Custodians Foreign Language Teachers Life Skills Teaching Staff Math Teachers Music Teachers Nurses Paraprofessionals PE Teachers Psychologists Social Studies/History Teachers	<input type="button" value=">"/> <input type="button" value=">>>"/> <input type="button" value="<"/> <input type="button" value="<<<<"/>	<input type="text"/>
PATRICIA KELL Requesting Staff Member		12/5/2006 Date
<input type="button" value="Save and View Draft Activity"/>		<input type="button" value="Save and Continue to Create Schedule"/>

Choose to save your work and view a draft of this activity request form by clicking **Save and View Draft Activity** or choose to save your work and continue to the next step of creating a schedule for the activity class by clicking **Save and Continue to Create Schedule**.

If you choose to continue and create the schedule, the following page opens.

Complete the Start Date, Start Time and End time and choose a Location from the drop down list. You may choose to enter room instructions. You must select an instructor, or if the instructor's name does not appear in the list, add it in the field Other Instructor. The remaining fields are optional.

The following options are available after you complete the form.

1. **Save and Create Another Schedule** – save the form as a DRAFT and allow you to create an additional schedule for this class (multiple session activities only).
2. **Save and Align Goals** – save the form as a DRAFT and direct you to a page to align goals of the building/school/or organization to the activity.
3. **Save and Align Standards** – save the form as a DRAFT and direct you to a page to align student performance standards to the activity.
4. **Cancel – Back to Activity** – save the form and redirect you back to the view screen for the activity.
5. **Save As DRAFT** – save the form as a DRAFT and direct you back to the view screen for the activity.
6. **Save and Submit for APPROVAL** – save the form and submit the activity for approval. Once the activity is submitted for approval *you will not be able to change the activity.*

Draft proposals are available under the **List Activity Request** (see more information below).

Your administrator may edit any or all of your submission.

Align Goals to Activity

To align goals to the activity you must click **Save and Align Goals** from the schedule or **Align Goals to Class** from the view activity page. Within the align activity goal page you can search goals by goal type, name, or number. Check the box to the left of each goal you wish to align and click **Align Goals to Activity**. Upon clicking the button you will be directed back to the view activity page.

1. Create Activity Request 2. Create Schedule 2a. Align Activity Goals 3. Submit For Approval/Draft

Activity Request/Align Activity Goals

2a. Align Activity Goals

Assign Goals

Activity Name: DCSCHEDTEST2
Activity Code: 999-06-001-XXX

Search Goals

Goal Type: District
Goal Name:
Goal Number:

SELECT	GOAL TYPE	GOAL NUMBER	GOAL NAME	DESCRIPTION
<input checked="" type="checkbox"/>	District	D5	Administrator Skills Improvement	To improve the leadership skills of administrators within the district.
<input checked="" type="checkbox"/>	District	123 District Number	District Goal/Goal	test
<input type="checkbox"/>	District	D1	Foreign Language	Improve foreign language skills of all students.
<input type="checkbox"/>	District	D2	Improving Technology	Improving technology skills of all staff
<input type="checkbox"/>	District	D1	Math Curriculum	Revision of math curriculum at schools.
<input type="checkbox"/>	District	DG-100	Physical Well-Being and Health of Students	To improve the overall physical health and well-being of students districtwide to create a better environment for learning for all.
<input type="checkbox"/>	District	D4	Science	Improve Science Skills of All Students

Align Standards to Activity

To align standards to the activity you must click **Save and Align Standards** from the schedule or **Align Standards to Class** from the view activity page. Within the align activity standard page you can search standards by state, document type, subject area, and grade ranges. You must first select a state, which will populate or create the document type selection criteria. Next, select a Document Type which will populate the Subject Area choices.

1. Create Activity Request 2. Create Schedule 2a. Align Activity Standards 3. Submit For Approval/Draft

Activity Request/Align Activity Standard

2b. Assign Activity Standards

Assign Standards

Activity Name: Lisa's Training Class
Activity Code: 123-07-007-XXX

Connecticut > Curriculum Frameworks > Language Arts (2006) > Grade 2

1. Please select your criteria!

Select State: Connecticut
Select Document Type: Curriculum Frameworks
Select Subject Area: Language Arts (2006)
Select Grade Ranges: Grade 2

2. Please click on the link to view the data!

View Standards/Strands	Reading and Responding: Students read, comprehend and respond in individual, literal, critical and evaluative ways to literary, informational and persuasive texts in multimedia formats.
View Standards/Strands	Exploring and Responding to Literature: Students read and respond to classical and contemporary texts from many cultures and literary periods.
View Standards/Strands	Communicating with Others: Students produce written, oral and visual texts to express, develop and substantiate ideas and experiences.
View Standards/Strands	Applying English Language Conventions: Students apply the conventions of standard English in oral, written and visual communication.

Select a Subject Area and then a Grade Range. Click and the results will be displayed below.

In the example above, the content standards are displayed, with a link to view the performance standards related to each by clicking on the [View Standards Strands](#) to the left of each.

1. Create Activity Request 2. Create Schedule **2a. Align Activity Standards** 3. Submit For Approval/Draft

Activity Request/Align Activity Standards

2b. Assign Activity Standards

Assign Standards

Activity Name: My Activity
Activity Code: 999-07-019-XXX

Connecticut > Curriculum Frameworks > Language Arts (2006) > Grade 1

1. Please select your criteria!

Select State: Connecticut
Select Document Type: Curriculum Frameworks
Select Subject Area: Language Arts (2006)
Select Grade Ranges: Grade 1

[Search Standards](#) [Cancel - Back to Activity](#)

2. Please click on the link to view the data!

View Standards/Strands	Reading and Responding: Students read, comprehend and respond in individual, literal, critical and evaluative ways to literary, informational and persuasive texts in multimedia formats.
View Standards/Strands	Exploring and Responding to Literature: Students read and respond to classical and contemporary texts from many cultures and literary periods.
View Standards/Strands	Communicating with Others: Students produce written, oral and visual texts to express, develop and substantiate ideas and experiences.
View Standards/Strands	Applying English Language Conventions: Students apply the conventions of standard English in oral, written and visual communication.

After you click a **View Standards/Strands**, the standards will appear below with checkboxes. Check the boxes of the standards/strands you would like to align and click the button Align Standards/Strands to Activity. Once you click the button you will be directed back to the view activity screen.

2. Please click on the link to view the data!

View Standards/Strands	Reading and Responding: Students read, comprehend and respond in individual, literal, critical and evaluative ways to literary, informational and persuasive texts in multimedia formats.
View Standards/Strands	Exploring and Responding to Literature: Students read and respond to classical and contemporary texts from many cultures and literary periods.
View Standards/Strands	Communicating with Others: Students produce written, oral and visual texts to express, develop and substantiate ideas and experiences.
View Standards/Strands	Applying English Language Conventions: Students apply the conventions of standard English in oral, written and visual communication.

3. Please select the standards/strands!

To align the standards to an activity you must check the checkboxes and click Align Standards/Strands!
If the checkboxes are disabled they are already Aligned to this activity.
[* = District Focused Standards]

[Align Standards/Strands to Activity](#)

Standard Reading and Responding: Students read, comprehend and respond in individual, literal, critical and evaluative ways to literary, informational and persuasive texts in multimedia formats.

Components:

- ☐ **1.1** Students use appropriate strategies before, during and after reading in order to construct meaning.
Objective:
- ☐ **1.1.a:** use prereading activities to activate prior knowledge and establish purpose.
Objective:
- ☐ **1.1.b:** identify points at which understanding breaks down and apply appropriate strategies to develop comprehension.
Objective:

Check one or more strands to align with the activity, then click Align Standards/Strands to Activity.

Optional Tiered Approval

Your district or organization may choose to use a tiered approval process allowing Activity Request forms to flow through a tiered review process.

Once you have completed the schedule for your activity class, the Activity Class will have a status of Draft.

Review your request before submitting it to begin the approval process.

(Saved requests will have a status of "Draft" until submitted for approval. They will be accessible for further review and editing under the gray menu item, ACTIVITY REQUESTS, LIST ACTIVITY REQUESTS.)

When ready to submit your request:

1. Select Group: One or more groups will appear here by clicking on the drop down arrow to display options available.
2. Select Reviewer(s): Choose one or more staff from the drop down list here by checking the box to the left of each name.
3. Submit for Approval: When complete, click Submit for Approval.

The screenshot shows the 'View Activity Request' form with a yellow header indicating 'Your activity is DRAFT'. The form includes the following fields and callouts:

- 1. Select Group:** A dropdown menu showing 'CEU Coordinator'.
- 2. Select Reviewer(s):** A dropdown menu with the text 'Select Reviewer(s) to send to'.
- 3. Submit For Approval:** A button labeled '3). Submit For Approval'.

Below the form, the following details are visible:

Activity Name:	Sample Activity for Tiered Approval		
Session Type:	Single Session		
Equivalent:	No	Out Of District:	No
Total Contact Hours:	4	Max # of Awards:	0.4
Min # of Awards:	0.4		
Objectives:	to demonstrate tiered approval		
Description (as it will appear on the Award certificate):	show tiered approval in training guide		
Description:	show tiered approval in training guide		
Activity Code:	123-08-023-XXX	Activity Topic:	023 Early Childhood
Year Code:	2007-2008	Maximum Attendance:	10
Class Status:	DRAFT		

Submitted requests will have a status of "Pending" until approved or denied. Pending Activity Requests may be viewed but not edited. You may track the status of your request anytime here by clicking on Tiered History.

The screenshot shows the 'View Activity Request' form with a yellow header indicating 'Your activity is PENDING'. The form includes the following fields and callouts:

- Directions:** A link labeled 'VIEW TIER HISTORY' and 'DIRECTIONS' in the top right corner.

Below the form, the following details are visible:

Activity Name:	Sample Activity for Tiered Approval		
Session Type:	Single Session		
Equivalent:	No	Out Of District:	No
Total Contact Hours:	4	Max # of Awards:	0.4
Min # of Awards:	0.4		
Objectives:	to demonstrate tiered approval		
Description (as it will appear on the Award certificate):	show tiered approval in training guide		
Description:	show tiered approval in training guide		
Activity Code:	123-08-023-XXX	Activity Topic:	023 Early Childhood
Year Code:	2007-2008	Maximum Attendance:	10
Class Status:	DRAFT		

When the activity is approved (or denied), you will receive an email notification and the status of your activity request will change accordingly.

Submit Activity Requests for Approval (without Tiered Approval Option)

Once your Activity Request has been completed, click [Submit For Approval](#). Your request will be reviewed by the appropriate staff member and either accepted/approved or denied. You will receive email notification of this update and can check on the status of the class at any time by going to your List Activity Request menu.

To view the status of your request at anytime, see List Activity Requests below.

List Activity Requests

To access any Activity Requests you have created and view their status, go to ACTIVITY REQUESTS and click List Activity Requests. The page will open to display all requests.

Activity Requests/List Activity Requests					
ACTIVITY REQUEST	ACTIVITY NAME	ACTIVITY CODE	ACTIVITY SIZE	STATUS	START DATE
	IntelliTools Partners	999-06-268-001	1	OPEN	10/19/2006
	Foreign Language Curriculum Development	999-04-274-001	10	OPEN	07/16/2006
	Leading in a Changing School Environment	999-05-215-002	10	OPEN	07/03/2006
	Beginner MS Access	999-06-204-001	22	OPEN	05/01/2006
	The NewMath Curriculum for 6-8	999-05-228-001	10	COMPLETED	03/12/2006

Draft requests will be accessible through a provided link, allowing you to continue to edit them prior to submission.

TOPICS	OBJECTIVES	TASKS
E. Instructors	The student will be able to use the instructor features of the application.	• List Activity Classes
		• View Enrollment
		• Communicate with enrollees via email
		• Print a Sign In Sheet
		• View/Print an Evaluation Report
		• Record Attendance
		• Send email to participants

Those users having access to the MyEzTraxx site who have been identified as Instructors of professional development activities may be given the Instructor link. Instructors will be able to view all classes they have been assigned to, communicate with the students in their classes through email, and record attendance.

List Activity Classes

To view a list of activity classes, select **List Activity Classes** found under the INSTRUCTOR menu.

Enter search criteria in one or more of the fields provided to find the classes you are searching for, or click **Search** to return all classes you are assigned to. The list of classes will appear below the search in a grid listing the session type, activity code, status, maximum attendance, online enrollment indicator, and the start date. To view additional information about a class, click the underscored name of it.

Click the name of the class to view more details.

Activity - Search By Activity Class

Active Indicator:

Activity Name:

Start Date:

End Date:

Activity Code: Provider Code: YY: Topic Code: Sequence Number:

Topic Code:

Status:

Target Audience:

ACTIVITY NAME	SESSION TYPE	ACTIVITY CODE	STATUS	MAX ATTENDANCE	ONLINE ENROLLMENT	START DATE
Using the Sony Language Lab	Multiple	999-04-292-003	OPEN	10	YES	08/01/2003
Rubrics that Empower Readers	Multiple	999-04-209-001	COMPLETED	10	YES	06/29/2003
Crisis Management	Single	999-05-217-002	COMPLETED	60	YES	02/28/2005

The View Activity Class page opens.

View Enrollment

Instructors/View Activity Class

View Activity Class

Activity Name: EzTraxx Online Training
 Session Type: Single Session
 Equivalent: No Out Of District: No
 Total Contact Hours: 3 Max # of Awards: 0.3 Min # of Awards: 0.3
 Objectives: To learn the basics of navigation and the available features and functionality of the district's new professional development management solution, EzTraxx Online.
 Description: Staff will become familiar with the basic features and functionality of the EzTraxx Online professional development management solution.

Activity Code: 123-06-302-001
 Active Ind: ACTIVE Activity Topic: 302 Elementary & Middle Grades
 Year Code: 2005-2006 Maximum Attendance: 20
 Activity Class Status: COMPLETED
 Target Audience: [Administrators]

le:

	START DATE	START TIME	END TIME	LOCATION	ROOM #	PRIMARY INSTRUCTOR
VIEW	08/01/2005	9:00 AM	12:00 PM	Central Office	Wireless Computer Lab	Patricia Kell

View Enrollments

Send Email: ☐

Select All DeSelect All Print Sign In Sheets Evaluation Report

SELECT	PERSON_NAME	EMAIL	ENROLL STATUS	SSN	LOCATION	ENROLLMENT DATE	# Records
<input type="checkbox"/>	Abdul, Paula	pabdul@protraxx.com	CONFIRMED	XXX-XX-5512	High School	5/8/2006 9:39:00 AM	1
<input type="checkbox"/>	Anderson, Pamela	panderson@protraxx.com	CONFIRMED	XXX-XX-5520	Elementary School	5/12/2006 10:17:00 AM	2
<input type="checkbox"/>	Benning, Annette	abenning@protraxx.com	CONFIRMED	XXX-XX-0008	Elementary School	8/28/2005 6:30:00 PM	3
<input type="checkbox"/>	Berry, Halle	hberry@protraxx.com	CONFIRMED	XXX-XX-0009	Elementary School	5/12/2006 10:17:00 AM	4

Click here to open an email editor to send a message to one or more of the participants.

View a summary of all activity evaluations in this report.

You will be able to view more information about the class including the code, status, and enrollment. You may communicate with the enrollees though email using the Send Email feature described below.

Communicate with Enrollees via Email

The instructor may choose to communicate with the students in the class prior to or after a session. To do this, simply click on the Send Email check box found just above the Session information in the middle white section of the page.

To send an email to the people enrolled in the class:

1. Check the send email box.
2. Write your email.
3. Choose the people you wish to send it to from the list. Choose all of the participants by clicking **Select All** or choose individual recipients of your email by checking each box to the left of their name.
4. Click **Send Email to Selected People** to send your email. A copy of the email will be sent to your inbox.

Click here to open an email editor to send a message to one or more of the participants.

Record Attendance

Activity Name: Using the Sony Language Lab
 Activity Code: 999-04-292-003
 Start Time: 9:00 AM
 Attended: 1
 Did Not Attend: 0
 Session Type: MULTIPLE

Send Email: ☐

Select from dropdown of session dates and click
 GoTo Session
 08/23/2003, ATTENDANCE INCOMPLETE

GoTo Session

Select All DeSelect All NONE SELECTED *****Please select All
 Record Attendance

SELECT	NOTE	PARTICIPANT NAME	STATUS
--------	------	------------------	--------

The email page opens. Enter a Subject and write your message in the space provided.

Record Attendance DIRECTIONS

Activity Name: Using the Sony Language Lab Session Date: 8/23/2003
 Activity Code: 999-04-292-003 Schedule Status: ATTENDANCE INCOMPLETE
 Start Time: 9:00 AM End Time: 3:00 PM
 Attended: 1 Partial: 0
 Did Not Attend: 0 Enrollment: 6
 Session Type: MULTIPLE Activity Attendance Status: ATTENDANCE INCOMPLETE

Send Email: ☒

*SEND EMAIL Check the boxes for the people you want to send an email to

Subject:

Message:

Css Class Inline style Paragraph Arial Size Links Code Snippet Images Zoom

☒ Normal
 ☐ HTML
 ☐ Preview

Send Email to Selected People

Select from dropdown of session dates and click
 GoTo Session
 08/23/2003, ATTENDANCE INCOMPLETE

GoTo Session

*****Please select Attendance Status from the drop down box*****

Select All DeSelect All NONE SELECTED Record Attendance Print Attendance Print Sign In Sheets

SELECT	NOTE	PARTICIPANT NAME	STATUS	SSH	LOCATION	PHONE NUMBER
<input type="checkbox"/>		Anderson, John	NOT RECORDED	XXX-XX-0099	Middle School 2	860-537-4532
<input type="checkbox"/>		Arguelles, Yolanda	NOT RECORDED	XXX-XX-3456	Out of District	860-537-2737
<input type="checkbox"/>		Arnold, Robert	NOT RECORDED	XXX-XX-2345	High School 1	860-253-6559
<input type="checkbox"/>		B...	NOT RECORDED	XXX-XX-...	High School...	860-537-35...

Check off the names of the recipients you wish to receive this message (choose Select All to send to all). When your message is complete and you have selected your recipients, click **Send Email to Selected People** to send your email. A copy of the email will be sent to your inbox.

Print a Sign In Sheet

To print a Sign In Sheet for your session, click **Print Sign In Sheets**.

Once the activity date has passed and a person has attended a class, they will have access to the Evaluation form. As these forms are completed, the results are compiled in an Evaluation Report.

View & Print an Evaluation Report

To view and print a summary of the activity evaluation forms, click **Evaluation Report**.

Record Attendance

Instructors may have access to the Record Attendance page. This will allow them to take attendance at a session directly within the application, or to utilize the Sign-in Sheets which may be printed here as an alternative method.

Begin by Searching for the Activity Class you wish to take attendance for. Note that activity classes with multiple sessions (taking place on more than one date) must have attendance taken for each session. To view a particular session, find it in the drop down list and then click **GoTo Session**.

Record Attendance DIRECT

Activity Name: Using the Sorry Language Lab Session Date: 8/23/2003
Activity Code: 999-04-292/003 Schedule Status: ATTENDANCE INCOMPLETE
Start Time: 9:00 AM End Time: 3:00 PM
Attended: 1 Partials: 0
Did Not Attend: 0 Enrollment: 8
Session Type: MULTIPLE Activity Attendance Status: ATTENDANCE INCOMPLETE

Send Email: ☐

Select from dropdown of session dates and click
GoTo Session
08/23/2003; ATTENDANCE INCOMPLETE
GoTo Session

*****Please select Attendance Status from the drop down box*****

Select All DeSelect All NONE SELECTED **Record Attendance** Print Attendance Print Sign In Sheets

SELECT	NOTE	PARTICIPANT NAME	STATUS	SSH	LOCATION	PHONE NUMBER
<input type="checkbox"/>		Anderson, John	NOT RECORDED	XXX-XX-0099	Middle School 2	860-537-4532
<input type="checkbox"/>		Arguelles, Yolanda	NOT RECORDED	XXX-XX-3456	Out of District	860-537-2737
<input type="checkbox"/>		Arnold, Robert	NOT RECORDED	XXX-XX-2345	High School 1	860-253-6559
<input type="checkbox"/>		Brown, John	NOT RECORDED	XXX-XX-7777	High School 1	860-537-3531

All registered participants will be viewed on this page. Check each individual participant off as appropriate or use the **Select All** button to choose all records. Choose the appropriate attendance type from the drop down list – Attended, Did Not Attend, Partial, or Not Recorded and then click **Record Attendance**. Note how the status in the fourth column will change following each action.

TOPICS	OBJECTIVES	TASKS
F. IPDP	The student will be able to complete the IPDP.	<ul style="list-style-type: none"> • Overview of creating a plan • Create Objectives & Strategies • Assign Goals • Assign Resources

MyEzTraxx utilizes an online Individual Professional Development Plan (IPDP). Staff members having access to MyEzTraxx may create, submit and edit an IPDP online. Administrators have established goals that will be accessible to you for aligning with your own objectives as part of your Plan.

Overview of Creating a Plan

When you create your plan online, your Plan will be given a default Plan Name and Plan Description consisting of your full name and the fiscal year. You will create objectives, which you will align with goals established by your administrators and identify the resources you may need to accomplish your objectives. These resources may include funding, substitutes, and staff assistance.

Click **IPDP Management** to begin creating your Individual Professional Development Plan. All created Plans will be accessible here, as well as the option to create new plans. Any created plans will appear in the table under the headings, Plan Name, Fiscal Year and Status.

Each plan may have a description, objectives, goals, resources required and reviewer comments. Administrator's comments will be added upon submission for review prior to approval or denial. You will have the opportunity to revise and resubmit your plan should it be initially denied. Once a plan is approved, it cannot be changed. However, each staff member may *at any time* add to the plan's objectives a description of how each objective was met throughout the year.

Steps for Creating an IPDP:

- A. Create a Plan
- B. Create Objectives
- C. Assign Goals
- D. Assign Resources
- E. Define How You Met Objectives

Plan Status

Each plan will be defined by one of the following:

Draft: Participants may save their plan in draft until is ready for submission.

Pending: Plans that have been submitted for approval are pending.

Approved: Plans that are accepted by the appropriate administrator are approved.

Denied: Plans that are rejected by the appropriate

To begin Creating your Plan, click [Create IPDP Plan](#) to create or edit a Plan.

HOME • ACTIVITY ENROLLMENT • ACTIVITY REQUESTS • INSTRUCTORS • IPDP • REPORTS			
IPDP Management Console			
Individual Professional Development Plan			
PLAN NAME	FISCAL YEAR	STATUS	ACTIVE
Demo Madison	2005-2006	DRAFT	Active
Pat Hall	2004-2005	DENIED	In-Active
Pat Hall 2005	2004-2005	DENIED	In-Active
Pat Hall 2003-2004	2003-2004	DRAFT	In-Active
Test ME	2004-2005	DRAFT	In-Active
Create Plan			
PLAN STATUS INDICATORS <small>*DRAFT - The plan has yet to be submitted for approval. The plan may be edited.</small> <small>*PENDING - The plan has been submitted for approval, but has not yet been approved.</small> <small>*APPROVED - The submitted plan was approved.</small> <small>*DENIED - The plan has been submitted and was denied. The plan may be edited.</small>			

Click here to create a new Plan.

The Create Plan page opens.

1. Create IPDP Plan 2. Create IPDP Objective 3. Submit For Approval

IPDP/Create IPDP Plan

Create Plan

Fiscal Year: NONE SELECTED

Plan Name: Patricia Kell

Plan Description: Individual Professional Development Plan

NEXT >> Create IPDP Objective

Select the appropriate Fiscal Year here.

Select a Fiscal Year.

Note that the Plan Name and the Plan Description fields are **automatically populated**. The Plan Name will be your full name and the plan description will be "Individual Professional Development Plan". You may edit this information by typing over the existing text.

Then click **NEXT >> Create IPDP Objective**.

Create Objectives and Strategies

You will create one objective at a time and identify the strategies you will use to meet the defined objective.

Enter a brief description of your Objective. Enter an Objective Strategy by describing how you will meet this objective.

The following page opens, where you will create an Objective and align it with District/School/Organizational Goals and identify the Resources needed to assist you in accomplishing this objective.

1. View IPDP Plan 2. Create IPDP Objective 3. Submit for Approval

IPDP/Create IPDP Objective

Create Objective

Objective Name: Technology Skills

Objective Description: To improve technology skills and share them with students.

Objective Strategy: Attend after-school technology workshops, LEARN program, and adult education sessions.

Assign Goals

Select All DeSelect All

SELECT	GOAL TYPE	GOAL NAME	DESCRIPTION	GOAL NUMBER
<input type="checkbox"/>	District	District Goal Test	test	123 District Number
<input type="checkbox"/>	District	Foreign Language	Improve foreign language skills of all students.	D3
<input checked="" type="checkbox"/>	District	Improving Technology	Improving technology skills of all staff	D2

Assign Goals to your Objectives.

The lower half of the form allows you to select one or more goals that have been established by your administrators and align them with your objective by clicking in the Select box to the left of the appropriate Goals.

Assign Resources to your objective.

Scroll down the page and assign necessary Resources to accomplish this objective.

<input type="checkbox"/>		Science	of scientific thought, how science has influenced culture and society, and how groups from many countries have contributed to the history of science.	
<input type="checkbox"/>	State Goal	Para Requirements	Highly qualified paraprofessionals	S1

Assign Resource
Resource Name:
Resource Type: Resource Amount:
Resource Description:

Select one Resource at a time. Choose from the options created by your administrator in the drop down list. Then choose a Resource Type and enter a Resource Amount in the field provided. Enter a description of this resource to further describe it to your administrator who will be reviewing your plan. When complete, click .

(To exit this page at any time, To return to the Objective page, click .

The View Objective page opens.

1. View IPDP Plan 2. **View IPDP Objective** 3. Submit For Approval

IPDP/View IPDP Objective

View Objective		BACK TO PLAN	
Name:	Kell, Patricia	Status:	DRAFT
Social Security #:	XXX-XXX-8877	Fiscal Year:	2005-2006
Plan Name:	Patricia Kell		
Plan Description:	Individual Professional Development Plan		

Objective Information
Objective Name: Technology Skills
Objective Description: Improve technology skills and share with students.
Objective Strategy: Participate in professional development programs, afterschool workshops and adult education programs.
Participate in a three-day session at LEARN for beginner computer students.
How did you meet this Objective?:

Assign Goals

	GOAL TYPE	GOAL NUMBER	GOAL NAME	DESCRIPTION
UNASSIGN	District	D2	Improving Technology	Improving technology skills of all staff

Assigned Resources

	RESOURCE NAME	RESOURCE DESCRIPTION	RESOURCE AMOUNT
UNASSIGN	Substitute	Need a substitute for Wednesday, November 17th to attend LEARN workshop	1

Objective Information

Objective Name: Objective Name

Objective Description: Objective Description: Objective Description:

Objective Strategy: Objective Strategy: Objective Strategy

How did you meet this Objective?:

Assign Goals

	GOAL TYPE	GOAL NUMBER	GOAL NAME	DESCRIPTION
UNASSIGN	District	123 District Number	District Goal Test	test
UNASSIGN	District	D3	Foreign Language	Improve foreign language skills of all students.
UNASSIGN	District	D2	Improving Technology	Improving technology skills of all staff

Assign Another Objective Goal

Assigned Resources

	RESOURCE_NAME	RESOURCE_DESCRIPTION	RESOURCE_AMOUNT
UNASSIGN	Staff		22

Assign Another Objective Resource

To UNASSIGN a goal that you selected, click [UNASSIGN](#) to the left of the appropriate Goal.

To add an additional Goal to this Objective, click **Assign Another Objective Goal**.

To UNASSIGN a Resource that you selected, click [UNASSIGN](#) to the left of the appropriate Resource.

To add an additional Resource to this Objective, click **Assign Another Objective Resource**.

To edit the Objective, click **Update IPDP Objective** at the bottom of the page.

To Create another Objective, click **Create Another IPDP Objective**.

To return to the IPDP Plan, click **Back to IPDP Plan**.

1. View IPDP Plan 2. Create IPDP Objective 3. Submit For Approval

IPDP/View IPDP Plan

IPDP Plan **VIEW IPDP PLANS**

Name: Kell, Patricia

Status: DRAFT

Social Security #: XXX-XXX-8877

Fiscal Year: 2005-2006

Plan Name: Patricia Kell

Plan Description: Individual Professional Development Plan

View Objectives

	OBJ NAME	DESCRIPTION	STRATEGY	How did you meet this Obj?
DELETE VIEW	Technology Skills	Improve technology skills and share with students.	Participate in professional development programs, afterschool workshops and adult education programs. Participate in a three-day session at LEARN for beginner computer students.	

View Evaluator Comments

EVALUATOR	EMAIL	COMMENT	STATUS	DATE

Update IPDP Plan **Create IPDP Objective** **Submit IPDP Plan for Approval**

- To delete an objective, click the [Delete](#) to the left of the appropriate objective.
- To [View](#) or Edit the Objective, click View to the left of the appropriate objective. If your plan is complete, you will need to return to the IPDP Plan page and click **Submit IPDP Plan for Approval**.

HOME ACTIVITY ENROLLMENT ACTIVITY REQUESTS INSTRUCTORS IPDP REPORTS

IPDP/Management Console

Individual Professional Development Plan

PLAN NAME	FISCAL YEAR	STATUS	ACTIVE
Demo Madison	2005-2006	DRAFT	Active
Pat Kell		DENIED	In-Active

The status of your plan is shown here

Your plan status will change from Draft to Pending, and the Approved or Denied. The Plan below has been approved.

1. View IPDP Plan 2. Create IPDP Objective 3. Activity has been Approved!

IPDP/View IPDP Plan

Your plan status will change to reflect administrative approval or denial.

IPDP Plan		VIEW IPDP PLANS		
Name:	Kell, Patricia			
Status:	APPROVED			
Social Security #:	XXX-XXX-8877			
Fiscal Year:	2005-2006			
Plan Name:	Patricia Kell			
Plan Description:	Individual Professional Development Plan			
View Objectives				
	OBJ NAME	DESCRIPTION	STRATEGY	How did you meet this Obj?
VIEW	Technology Skills	Improve technology skills and share with students.	Participate in professional development programs, afterschool workshops and adult education programs. Participate in a three-day session at LEARN for beginner computer students.	
View Evaluator Comments				
EVALUATOR	EMAIL	COMMENT	STATUS	DATE
Kell, Patricia	pat.kell@protraxx.com		APPROVED	11/13/2005 12:24:15 PM

Note: If your plan has been denied, you may view the plan and your evaluator's comments, update the plan and re-submit it.

If your plan has been approved, you may add to the plan throughout the school year by updating each of your Objectives with comments on "***How did I meet this objective?***"

To add comments to your Objectives to define How you met Objectives:

From the main IPDP page, click on the appropriate plan to enter a description of how you are meeting objectives.

Click on [View](#) next to the Objective you wish to add comments to.

Note that approved plans allow you to edit only the last field, ***How did I meet this Objective?***

1. View IPDP Plan 2. Update IPDP Objective 3. Activity has been Approved!	
IPDP/Update IPDP Objective	
BACK TO OBJECTIVE	
Name:	Kell, Patricia
Social Security #:	XXX-XXX-8877
Plan Name:	Patricia Kell
Plan Description:	Individual Professional Development Plan
Status:	APPROVED
Fiscal Year:	2005-2006
Objective Information	
Objective Name:	Technology Skills
Objective Description:	Improve technology skills and share with students.
Objective Strategy:	Participate in professional development programs, afterschool workshops and adult education programs. Participate in a three-day session at LEARN for beginner computer students.
How did you meet this Objective?:	Worked with mentor to learn the new application
Update IPDP Objective Back to IPDP Objective	

Type your comments in the How did you meet this Objective? Field and click

Update IPDP Objective

TOPICS	OBJECTIVES	TASKS
G. Reports	The student will be able to search, view and print the Staff Profile and Transcript reports as well as add additional items to the Self-Created Profile.	<ul style="list-style-type: none"> • Staff Profile • Staff Profile Search • Transcript • Create Self-Profile • View, print Self-Profile • Universal Transcript

The data gathered through the EzTraxx Online application is compiled in numerous reports. Each individual staff member having access to MyEzTraxx may have access to the following:

Staff Profile

Staff Profile – a complete snapshot of the employee including your position, tenure or projected tenure, certifications and endorsements held, the related state requirements for CEUs, your professional development participation, staff evaluations, training and education.

Staff Profile Search

Staff Profile Search – this report provides some of the basic demographic information of the Staff Profile report including Evaluators and Certification and Endorsement data and includes search fields for the following: Fiscal Year, Award Date Range, Activity Code, Topic Code, Group Topic and Award Status. This report is designed to assist the educator in tracking toward recertification within known cycles and expiration dates.

Transcript

Transcript – a State formatted report of completed professional development programs which have been issued CEUs or other awards. This report is categorized by fiscal year and totals each year as well as an overall grand total for all data in your district's database.

Choose to print either report by clicking the Print Report button at the upper right hand corner of the page. Please note that your state may require that official Transcript reports be generated by an administrator and be originally stamped reports to be considered valid documentation for recertification. Check with your district or organization for further information.

Create Self Profile

Your district or organization may choose to allow you to add additional items to your Staff Profile that may not be available to the administration but would create a more complete record of your credentials. You may add additional information to an all inclusive report, the Self-Created Profile, using the Create Self Profile feature.

Classroom work, published articles, books, etc, or out of district participation are just some of the items you may wish to add to your profile. To add items, click Create Self Profile. Enter the following data: Date, Activity Code (if available),

Activity Name, and Award Amount (if any). Click  when complete.

Self Created Profile

The following information will be displayed on your Self Created Profile Report.

Education		Date	Activity Code	Activity Name	Award Amount
Update	Delete	1/2/2004	038-05-201-001	Using Photoshop	.3

Create Profile Information

Date:
Activity Code:
Activity Name:
Award Amount:

Create Profile Information

Self Profile Report

To view or print the Self Profile report, click Self Profile under REPORTS on the menu. This report will include all items on the Staff Profile as well as any items you have added through the Create Self Profile feature as described above.

To print this report, click [Print Report](#) on the upper right hand side of the screen.

Universal Transcript

To view or print the Universal Transcript, click Universal Transcript found under REPORTS on the menu. This report includes all completed participation in CEU activities within any ProTraxx client provider. It lists awards by provider, beginning with your districts.

To print this report, click [Print Report](#) on the upper right hand side of the screen.

<div>Transcript Report</div> <div>Print Report</div>						
<p align="center">TRANSCRIPT AWARDED TO</p> <p align="center">Kell, Patricia A. SSN: XXX-XX-2222 Elementary School 1 Music Teacher Pre-K</p>						
Fiscal Year: 2003-2004						
Activity Name	Activity Code	Topic Code	Customer	Award Date	Award Amount	Award Type
Computers in the Classroom	999-04-019-003	No Associated Group	ProTraxx Training District I - (P)	03/01/2004	0.5	CEU
Fiscal Year Total: 0.5						
Fiscal Year: 2004-2005						
Activity Name	Activity Code	Topic Code	Customer	Award Date	Award Amount	Award Type
Learning Spanish through Experience	999-05-278-003	World Languages	ProTraxx Training District I - (P)	01/01/2005	0.3	CEU
Beginner CPR & First Aid	999-05-205-001	Health & Safety	ProTraxx Training District I - (P)	05/10/2004	0.5	CEU
Rubrics that Empower Readers	999-04-209-001	Language Arts	ProTraxx Training District I - (P)	06/03/2003	0.4	CEU
CECA Conference on K-3 Technology	999-05-268-001	Technology Education	ProTraxx Training District I - (P)	07/02/2004	1.0	CEU
CREC Seminar	999-05-024-001	No Associated Group	ProTraxx Training District I - (P)	08/01/2004	0.7	CEU
Beginner MS Word	999-05-265-003	Technology Education	ProTraxx Training District I - (P)	12/05/2004	4.0	CEU
Fiscal Year Total: 6.9						
Fiscal Year: 2005-2006						
Activity Name	Activity Code	Topic Code	Customer	Award Date	Award Amount	Award Type
Kyra's Test Activity	999-06-302-066	No Associated Group	ProTraxx Training District I - (P)	10/18/2006	0.4	CEU
Fiscal Year Total: 0.4						
AWARD GRAND TOTAL = 7.8						
12/05/2006						
<p align="center">TRANSCRIPT AWARDED TO</p> <p align="center">Kell, Patricia A. SSN: XXX-XX-2222 High School Teacher Grade 9 - 12</p>						
Fiscal Year: 2005-2006						
Activity Name	Activity Code	Topic Code	Customer	Award Date	Award Amount	Award Type
Using Microsoft Outlook	123-06-269-001	Technology Education	ProTraxx Training District II - (P)	01/05/2006	0.2	CEU
EzTraxx Online Training	123-06-302-001	No Associated Group	ProTraxx Training District II - (P)	08/01/2005	0.3	CEU
Administrative Council - Monthly Meetings	123-06-024-001	No Associated Group	ProTraxx Training District II - (P)	09/01/2005	2.0	CEU
Fiscal Year Total: 2.5						
AWARD GRAND TOTAL = 2.5						